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**GA-- Employees Using Cellular Phones on Duty**

**GA--**

The board may issue cellular telephones, paging devices or other electronic devices to staff members under the following conditions:

- Staff members shall make written application to the executive director explaining the need for the device and the perceived benefits to the Interlocal.
- The board shall act upon the request based on the executive director's recommendation.
- Staff members shall agree in writing to reimburse the district for any inadvertent or emergency personal use of the device.

Approved:  
2/07

**GA**    **Personnel Policy Organization**

**GA**

These policies are arranged in the following manner:

- GA policies apply to all employees.
- GB policies apply to teachers and other licensed staff covered by the negotiated agreement.
- GC policies apply to classified staff.

Approved:  
10/17/07

**GAA**    **Goals and Objectives** (See BDA, CM, CMA and J A)

**GAA**

All employees shall follow all applicable board policies, rules and regulations.

All personnel handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules.

Approved:10/17/07

**GAAA    Equal Employment Opportunity and Nondiscrimination**

**GAAA**

The board shall hire all employees on the basis of ability and the service center's needs.

The service center is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin.

Inquiries regarding compliance may be directed to Assistant Director, 500 E. Sunflower Blvd. Ozawkie, KS 66070, 785-876-2214 or to:

Equal Employment Opportunity Commission  
400 State Ave., 9th Floor  
Kansas City, KS 66101  
(913) 551-5655

or

Kansas Human Rights Commission  
900 SW Jackson, 8th Floor  
Topeka, KS  
66603  
(785) 296-3206

or

United States Department of Education  
Office for Civil Rights  
10220 North Executive Hills Boulevard, 8th Floor  
Kansas City, Missouri 64153-1367  
(816) 880-4247

Approved:  
10/17/07

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin or disability. Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. (Position, address, phone number of the district compliance coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Complaints of discrimination should be addressed to an employee's supervisor or to the building principal or the compliance coordinator. Complaints against the superintendent should be addressed to the board of education.

Complaints of discrimination will be resolved using the district's discrimination complaint procedures in policy KN.

The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.



Approved:

KASB Recommendation - 2/98; 8/98; 4/07; 6/09; 6/15; 6/16

Approved: Keystone Board of Directors – June 2016

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the

purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent, and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved:

KASB Recommendation - 2/98; 8/98; 7/03; 6/04; 4/07; 6/15; 6/16

Approved: Keystone Board of Directors – June 2016

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Racial and disability harassment will not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial and disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to racially harass or harass on the basis of disability any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Harassment prohibited by this policy includes racially or disability-motivated conduct which:

- Affords an employee different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

Racial or disability harassment may result from verbal or physical conduct or written or graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial or disability harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to racial or disability harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence.

Any employee who witnesses an act of racial or disability harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action, up to and including termination.

Initiation of a complaint of racial or disability harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination from employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved:

KASB Recommendation – 8/98; 7/03; 4/07; 9/12; 6/15; 6/16

Approved: Keystone Board of Directors – June 2016



**GAAD**    **Child Abuse**

**GAAD**

Any service center employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open.

Unless otherwise specified, Northeast Kansas Educational Service Center #608 employees will follow those policies adopted at each local district level.

Approved: 10/17/07

**GAAF      Emergency Safety Interventions (See GAO, JRB, JQ, and KN)      GAAF**

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook.

Definitions (See K.A.R. 91-42-1)

“Emergency Safety Intervention” is the use of seclusion or physical restraint.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (6) a student who has reached the age of majority or is an emancipated minor.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

#### Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, *except*:
  - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
  - Any device used by law enforcement officers to carry out law enforcement duties; or
  - Seatbelts and other safety equipment used to secure students during transportation.

#### Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions

support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

#### Seclusion Restrictions

A student shall not be subjected to seclusion if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well-ventilated and sufficiently lighted.

#### Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do

not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

#### Notification and Documentation

The principal or designee shall notify the parent, or if a parent cannot be notified then shall notify an emergency contact person for such student, the same day the ESI was used. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day on which the ESI was used. The parent shall be provided the following information after the first and each subsequent incident in which an ESI is used during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, once it has been developed, the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident involving the use of emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a second or subsequent incident shall be provided through a full website address containing such information.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a

biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

#### Reporting Data

District administration shall report ESI data to the state department of education as required.

#### Three (3) Incidents of ESI for Same Student

If a student with an IEP or a Section 504 plan has three incidents of ESI in a school year, then such student's IEP team or Section 504 team shall meet within ten (10) days following the third incident to discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence, unless the IEP team or Section 504 team has agreed on a different process.

If a student without an IEP or Section 504 plan has three incidents of ESI in a school year, then the school staff and the parent shall meet within ten (10) days following the third incident to discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings after a third ESI incident shall be invited to attend the meeting. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student who has not had three ESI incidents in a school year.

### Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the ESI.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30<sup>th</sup> day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education. Once such a procedure has been developed, a parent may file a complaint under the state board of education complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved:

KASB Recommendation – 6/13; 12/13; 6/15; 6/16    Approved: Keystone Board June 2016

**GAC    Policies and Rules Development**

**GAC**

In the development of personnel policies, rules and regulations, the board shall, to the extent possible, use and involve the employees of the Service Center with respect to their ideas, comments and criticism.

Approved: 10/17/07



**GACA**    **Positions**

**GACA**

Employment positions shall be authorized by the board. The director shall prepare for board approval a comprehensive list of all positions, together with their qualifications, duties and responsibilities. (See GAC B)

Approved: 10/17/07

**GACB**    **Job Descriptions** (See CD and GACA)

**GACB**

The executive director shall develop a job description for each category of employee. Job descriptions shall be filed with the clerk and may be published in handbooks.

Approved: 10/17/07

Recruitment

The Board delegates recruiting authority to the executive director. In carrying out this responsibility, the executive director may involve administrators and other employees.

Hiring

The Board shall approve the hiring of all employees. No staff member's employment is official until the contract or other document is signed by the candidate and approved by the Board.

Hiring sequence

- Conditional offer of employment to the candidate;
- Acceptance by the candidate;
- Contract or other appropriate document sent to the candidate and candidate's acceptance signified by a signed document returned to the director; and
- Approval of the contract or other documents by the Board.

Approved: 10/17/07

## **APPLICANT JOB APPLICATION ACKNOWLEDGMENTS**

### **The following statements should be included on all job applications:**

1. I certify that all the information provided by me in this application is true and complete. I understand that any misstatement, falsification, or omission of information is grounds for refusal to hire or, if I am hired and the same is discovered thereafter, termination.
2. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damages that may result from furnishing such information to you. I authorize any background checks by any third party.
3. I authorize you to request, receive, and verify all information given on this application and I release you from all damages that may result from your doing so.
4. I authorize you to conduct a criminal background investigation using any and all methods necessary to successfully complete such investigation, and I release you from all liability for any damages that may result from your doing so.

---

Signature of Applicant

---

Date

**Source: KASB Employment Law Handbook**

**GACCA**     **Nepotism**

**GACCA**

The board will avoid employing anyone who is the father, mother, brother, sister, spouse, son, daughter, son-in-law, or daughter-in-law of a direct supervisor, unless extenuating circumstances are present (e.g. staff shortages, availability of qualified employees, etc.)

This provision shall not apply to any person who has been regularly employed by the board prior to the adoption of this policy.

Approved: 10/7/07

**GACD**     **Employment Eligibility Verification** (Form I-9) (See GAK)

**GACD**

All service center employees, at the time of employment, shall provide verification of identity and employment status to the executive director.

Approved: 10/17/07

**GACD-R**     **Employment Eligibility Verification** (Form I-9)

**GACD-R**

The executive director shall maintain a file on all of the service center's employees hired after November 6, 1986, proving that each employee has verified their identity, employment status, U.S. citizenship, or legal alien status. Evidence to be used to verify identity, employment status, U.S. citizenship, or legal alien status should include at least two of the following documents, one of which contains a current photo of the employee: birth certificate, social security card, or a current driver's license; or one of the following: U. S. passport, certificate of U.S. citizenship, certificate of naturalization, unexpired foreign passport, or resident alien card.

Approved: 10/17/07

**GACE**    **Assignment and Transfer**

**GACE**

The board reserves the right to assign, reassign or transfer all employees.

Approved: 10/17/07

**GADA**

**In-Service Education**

**GADA**

All employees are expected to attend in-service education sessions unless excused by the executive director. Workshops, seminars and similar programs may utilize all or a portion of the work-day. On occasion these programs may be combined with regular staff meetings. Personnel for in-service programs will be selected by the executive director.

Approved: 10/17/07



**GAE**    **Complaints**

**GAE**

Any employee may file a complaint with their supervisor concerning a service center rule, regulation, policy or decision that affects the employee. The complaint shall be in writing, filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, employee may appeal to the executive director. The director's decision shall be final. Employees covered by the negotiated agreement shall follow procedures outlined in that document.

Approved: 10/17/07

**GAF**     **Staff-Student Relations** (See GAAC, GAACA and KN)

**GAF**

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members shall not submit students to sexual harassment or racial harassment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status or consent.

Approved: 10/17/07

**GAG    Conflict of Interest**

**GAG**

No administrative employee of the interlocal shall serve in an administrative capacity for any other agency or body that has any financial involvement with the interlocal.

Approved: 2/07

**GAHB**    **Political Activities** (See GBRK and GCRK)

**GAHB**

Staff members elected or appointed to a public office which restricts the employee's ability to complete contractual obligations may be required to take unpaid leave for a period of time determined by the board or may be terminated.

Staff members holding a public office, which in the judgment of the board is less than full-time, shall request unpaid leave from the executive director at least one week in advance.

An employee who must be absent from school to carry out the duties of a public office must take a leave of absence without pay for the duration of the public office.

Approved: 10/17/07

Gifts to Staff Members (See KH)

Staff members are prohibited from receiving gifts from vendors, salesmen or other such representatives.

Premiums resulting from sales projects sponsored by the service center shall become the property of the service center.

Approved: 10/17/07

Personnel files required by the service center shall be confidential and in the custody of the records custodian and/or the executive director. Employees have the right to inspect their files upon proper notice under the supervision of an appropriate supervisor. All records and files maintained by the service center should be screened periodically by the custodian of records.

All personnel files and evaluation documents, including those stored by electronic means, shall be adequately secured.

Requests for References

Unless otherwise allowed by law, a request by a third party for release of any personnel record shall require the written consent of the employee, and shall be submitted to the records custodian who shall respond to the request as the law allows.

Upon receipt of a written request service center officials may provide information regarding past and present employees to prospective employers in compliance with current law. Information that may be provided will include:

- employment date(s);
- job description and duties while in the service center's employ;
- last salary or wage;
- wage history;
- whether the employee was voluntarily or involuntarily released from service and the reasons for the separation;
- written employee evaluations which were conducted prior to the employee's separation from the employer and to which an employee shall be given a copy upon request.

Immunity Provided

Unless otherwise provided by law, an employer who responds in writing to a written request concerning a current or former employee from a prospective employer of that employee shall be absolutely immune from civil liability for disclosure of the information noted above to which an employee may have access.

Approved:        10/17/07

# Request to Release Personnel Records

(re: Northeast Kansas Educational Service Center Policy GAK)

To: \_\_\_\_\_ : (Director/records custodian: Interlocal 608)

From: \_\_\_\_\_ (Employee or former employee)

I hereby request that my personnel records be copied and released to:

\_\_\_\_\_  
(Name of Organization/Official to whom records are to be sent)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

By requesting this release of my personnel records, I understand the administration may release the following information:

- my employment date(s) ;
- my job description and duties while in the service center's employ;
- my last salary or wage;
- wage history;
- whether I was voluntarily or involuntarily released from service and the reasons for the separation;
- most recent written employee evaluations, which were conducted prior to my separation from Northeast Kansas Educational Service Center #608.

c/Service Center files

**GAM**    **Personal Appearance**

**GAM**

Appropriate dress and personal appearance is essential for all service center employees.

Approved: 10/17/07



**GAN**    **Travel Expenses** (See BBBF, CG, CEF, GBRC and GCA)

**GAN**

The board shall provide reimbursement for expenses incurred in travel related to the duties of the service center's employees when approved in advance by the executive director. Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together. A first class airfare will be reimbursed only when coach space is not available.

Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. For the authorized use of a personal car, including approved travel between buildings, staff members shall be reimbursed at a mileage rate established by the board.

Approved: 10/17/07

**GAO** **Maintaining Proper Control** (See J GFB)

**GAO**

Each employee is responsible for maintaining proper control in the school. An employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance which threatens physical injury to others.

Approved: 10/17/07

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the service center. The unlawful manufacture, distribution, sale, dispensing, possession or use of a controlled substance is prohibited in the interlocal.

Approved: 10/17/07

As a condition of employment in the service center, employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the executive director of the conviction within five days after the conviction. Within 30 days after the notice of conviction is received, the interlocal will take appropriate action with the employee. Such action may include, suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the interlocal shall be given a copy of this policy.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary actions, which may be taken under board policies or the negotiated agreement.

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the service center. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the interlocal.

Approved: 10/17/07

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by service center employees on interlocal premises or as a part of any interlocal activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

Approved: 10/17/07

Employee Conduct

As a condition of continued employment in the service center, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on service center or NEKESC member district property or at any service center or school district activity. Individuals found to be impaired by alcohol or drugs while at work or work related activities are considered to be in direct violation of this policy. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy will be subject to any of the following sanctions:

1. Short term suspension with pay;
2. Short term suspension without pay;
3. Long term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program.
5. Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the interlocal to take any other disciplinary action, which is provided for in interlocal policies or the negotiated agreement. This policy is not intended to change any right, duty or responsibilities in the current negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the service center. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs.

Approved: 10/17/07

The use of tobacco products in any form is prohibited in any school building, owned, leased or rented by the service center used for pupil attendance purposes and vehicles owned, leased or rented by the service center.

Approved: 10/17/07

All interlocal employees performing job functions which require the employee to maintain a commercial driver's license shall be tested for alcohol and drugs as required by current federal law. Board approved rules and regulations necessary to implement the testing program shall be on file with the clerk.

Each new employee who is required to undergo alcohol and drug testing shall be given a copy of the appropriate interlocal regulations.

Each new employee shall be informed that compliance with the required elements of the testing program is a condition of employment as a driver in the interlocal. All employees shall be informed of this policy on an annual basis.

Approved: 10/17/07

The district will participate in workers compensation as required by current statute. The combined workers compensation benefits and salary received under allowed paid leave shall not exceed one full day's pay.

All employees of the district shall be covered by workers compensation. Workers compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial diseases arising out of and in the course of employment in the district.

An injured employee must notify the designated employer's workers compensation coordinator or, if the coordinator is unavailable, his or her supervisor within 20 days of the injury or within 20 days of repetitive trauma in order to be eligible for benefits.

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify; however, the amount of workers compensation benefits and paid leave benefits shall not exceed a regular daily rate of pay. An employee using paid leave in combination with workers compensation will be charged for one full or partial day of paid leave, as provided for in the applicable leave policy or the negotiated agreement, for each day of absence until the employee's paid leave is exhausted.

Any employee who is off work and receiving workers compensation benefits shall be required to provide the designated workers compensation coordinator with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under paid leave shall terminate, and those benefits under workers compensation shall be restricted as provided by current statute.

Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid leave to supplement the workers compensation or district



paid disability insurance payments. Workers compensation benefits and FMLA benefits provided in a board approved plan shall run concurrently if both are applicable.

In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of his/her full salary. Available paid leave may be used for this purpose until 1) available paid leave benefits are exhausted; 2) the employee returns to work; 3) the employee is released by the medical provider and a position is offered by the employer, but the employee declines to return to work; or 4) employment is terminated. Paid leave shall be calculated on a prorata amount equal to the percentage of salary paid by the district.

#### Testing

The board, through its designated workers compensation coordinator, may require a post-injury chemical test as authorized by K.S.A. 44-501 *et seq.*, and, if such test is refused, all workers compensation benefits shall be forfeited by the employee.

#### Choice of Physician

The board shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing their job. However, if the injured employee chooses to go to a medical provider other than the designated provider, the recovery for such expenses shall be limited to \$500.00.

Approved:

KASB Recommendation – 7/96; 2/98; 7/02; 4/07; 6/09; 12/14; 6/15; 6/16

Approved by Keystone Board – 6/16

Salary deductions shall be made if permitted by board policy, the negotiated agreement, or required by law. The board clerk shall develop forms to provide information needed to make approved salary deductions. All requests for salary deductions shall be submitted to the board clerk during enrollment periods established by the board.

Approved: 10/17/07

Whenever an employee has been diagnosed by a physician as having a communicable disease as defined in current regulation, the employee shall report the diagnosis and nature of the disease to the director so that a proper reporting may be made to the county or joint board of health as required by current law.

An employee afflicted with a communicable disease dangerous to the public health shall be suspended from duty for the duration of the contagiousness in order to give maximum health protection to other interlocal employees and to students.

The employee shall be allowed to return to duty upon recovery from the illness, or when the employee is no longer contagious as authorized by the employee's physician.

The board reserves the right to require a written statement from the employee's physician indicating that the employee is free from all symptoms of the communicable disease.

If a service center employee has been diagnosed as having a communicable disease and the director has been notified by the employee, as provided in policy, the director shall determine whether a release shall be obtained from the employee's physician before the employee returns to duty.

Decisions regarding the type of employment setting for an employee with a communicable disease shall be made by the director based upon consideration of the physical condition of the employee and the following factors:

- the nature of the risk;
- the duration of the risk;
- the severity of the risk; and
- the probability that the disease will be transmitted or cause harm to the employee or to others who will share the same setting.

No information regarding employees with communicable diseases shall be released by service center personnel without the employee's consent, except to comply with state or federal statutes.

Approved: 10/17/07

**GARA     Bloodborne Pathogen Exposure Control Plan**

**GARA**

The board shall adopt an exposure control plan for its alternative program(s) which conforms with current regulations of the Kansas Department of Human Resources.

The plan shall be accessible to all alternative school employees and shall be reviewed and updated at least annually. All alternative school staff shall receive the training and equipment necessary to implement the plan.

All other interlocal employees will comply with the local exposure control plan adopted in their respective district assignment(s).

Approved: 10/17/07

**GARI     Family and Medical Leave**

**GARI**

Interlocal employees shall be provided family and medical leave as provided by a plan approved by the board. The plan for providing leave under this policy shall be filed with the clerk of the board and made available to all staff at the beginning of each school year.

Approved: 10/17/07

(Remove this page from the policy book)

### **SAMPLE: FAMILY AND MEDICAL LEAVE PLAN**

Family and medical leave as required by federal law shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses employed by the interlocal may only take an aggregate of 12 weeks of leave for a birth or adoption of a child or to care for a child with a serious health condition.

Leave is available because of (1) the birth of a son or daughter of the employee and to care for the son or daughter; (2) the placement of a son or daughter with the employee for adoption or foster care; (3) the need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or (4) a serious health condition of the employee that prevents the employee from performing the job functions. (Leave for reason 1 or 2 must be taken within 12 months of birth or placement.)

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick or disability leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The director will notify the employee of the beginning date of family and medical leave and the amount of the employee's accrued paid leave designated as family and medical leave.

The employee is eligible for family and medical leave upon completion of 12 months of service in the interlocal and employed at least 1250 hours during the preceding year.

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on the payroll date or other time as the employee and director may agree. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of:

- a. the reasons that leave will count as family and medical leave,
- b. any requirements for medical certification,
- c. employer requirement of substituting paid leave,
- d. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,
- e. right to be restored to same or equivalent job,
- f. any employer required fitness-for-duty certifications.

Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the director.

The director may require an instructional employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health conditions, the director may require

an instructional employee to continue leave until the end of a semester, if:

1. the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
2. the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

## **GARI D Military Leave**

**GARI D**

Employees are entitled to military leave under the Uniformed Services Employment and Reemployment Act of 1994. The Act applies to military service that began on or after December 12, 1994 or military service that began before December 12, 1994 if the employee was a reservist or National Guard member who provided notice to the employer before leaving work.

Reemployment rights extend to persons who have been absent from work because of "service in the uniformed services." The uniformed services consist of the following military branches:

Army , Navy, Marine Corps, Air Force or Coast Guard  
Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve or Coast Guard Reserve.  
Army National Guard or Air National Guard Commissioned  
Corps of the Public Health Service

Any other category of persons designated by the President in time of war or emergency. "Service" in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service, including:

Active duty  
Active duty for training  
Initial active duty for training  
Inactive duty training  
Full-time National Guard duty  
Absence from work for an examination to determine a person's fitness for any of the above types of duty.

The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions, which can exceed the five (5) years limit. Reemployment protection does not depend on the timing, frequency, duration or nature of an individual's service. The law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.



The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non- seniority rights accorded other individuals on non-military leaves of absence. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 18 months at a cost of up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the individual had never left. All pensions which are a reward for length of service are protected.

Individuals must provide advance written or verbal notice to their employers for all military duty. Notice may be provided by the employee or by the branch of the military in which the individual will be serving.

Notice is not required if military necessity prevents the giving of notice; or, the giving of notice is otherwise impossible or unreasonable.

Accrued vacation or annual leave may be used (but is not required) while performing military duty. The individual's timeframe for returning to work is based upon the time spent on military duty.

TIME SPENT  
ON MILITARY DUTY

RETURN TO WORK OR  
APPLICATION FOR REEMPLOYMENT

Less than 31 days:

Must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period.

More than 30 but less than 181 days:

Must submit an application for reemployment within 14 days of release from service.

More than 180 days:

Must submit an application for reemployment within 90 days of release from service.

The individual's separation from service must be under honorable conditions in order for the person to be entitled to reemployment rights. Documentation showing eligibility for reemployment can be required. The employer has the right to request that an individual who is absent for a period of service of 31 days or more provide documentation showing:

the application for reemployment is timely;  
the five-year service limitation has not been exceeded; and,  
separation from service was under honorable conditions.

If documentation is not readily available or it does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

Questions should be directed to Veterans' Employment and Training Service, U.S. Department of Labor.

Kansas law also requires reemployment if an individual is called to active duty by the state.

Approved: 10/17/07

**GBH    Supervision**

**GBH**

The executive director and other administrators designated by the executive director have the right to supervise certified staff. The responsibility for the immediate supervision of certified staff rests with each building principal.

Approved: 10/17/07

**GBI**     **Evaluation**

**GBI**

The board shall adopt an approved evaluation instrument. The instrument shall govern evaluation of teachers, shall be filed with the clerk and may be published in teacher handbooks.

**Availability of Evaluation Documents**

Completed evaluation documents shall be available to the employee, the executive director, other administrators under whose supervision the teacher works, and others authorized by law. (See GAK)

**Evaluation Criteria**

Evaluation criteria shall be established by the board.

**Evaluation Procedure** See the negotiated agreement.

Approved: 10/17/07

**GBK**     **Suspension**

**GBK**

The executive director shall have the authority to suspend certified employees with pay until the suspension is resolved by board action.

Approved: 10/17/07

**GBK-R**     **Suspension**

**GBK-R**

The executive director may suspend certified employees with pay for any reason, including one or more of the following: alleged violation of board policy, rule or regulation; refusal or failure to follow a reasonable directive of an administrator; the filing of a complaint against the employee with any civil or criminal authority; the alleged commission of an offense involving moral turpitude; or other good cause.

If a suspension is imposed on an employee pending dismissal, the employee is entitled to pay until the employee has a hearing before the board. The hearing shall determine whether further suspension shall be with or without pay.

Approved: 10/17/07

**GBN    Nonrenewal and Termination**

**GBN**

Nonrenewal or termination shall be in accordance with Kansas law.

Approved: 10/17/07

**GBO    Resignation**

**GBO**

The board shall consider any licensed employee's resignation which is submitted to the board in writing. The board may accept resignations from employees under contract when the resignation will be in the best interests of the service center.

Approved: 10/17/07

**GBO-R    Resignation**

**GBO-R**

A licensed employee who has signed a contract and accepted a teaching position in the interlocal for the coming year or who has not resigned by the continuing contract notice deadline shall not be released from that contract to accept another position until a suitable replacement has been employed.

If the licensed employee terminates employment in the Service Center without complying with board policy, the board may petition the State Board of Education to have the teacher's license suspended.

Approved: 10/17/07

**GBQA     Reduction of Teaching Staff**

**GBQA**

If the board decides that the size of the teaching staff must be reduced, guidelines in the following rule shall be followed. Insofar as possible reduction of staff shall be accomplished by attrition due to resignations and retirement.

Approved: 10/17/07

**GBQA-R     Reduction of Teaching Staff**

**GBQA-R**

The following steps will be utilized by the service center administrative staff to reduce the teaching staff:

The number of teaching positions to be reduced shall be in accordance with the educational goals established by the board. The number of teachers needed to implement the service center educational program will then be determined by the administrative staff based on those educational goals in determining which teachers will be nonrenewed due to reduction in force.

The educational goals and needs of the service center, individual certifications, qualifications, training, skills, evaluations and interests shall be considered.

If two or more teachers have similar certifications, qualifications, training, skills, evaluations and interests in a teaching area, those teachers who have tenure will be retained over those who are nontenured. If all of the teachers have similar certifications, qualifications, training, skills, evaluations and interests and all are tenured, the teacher(s) who best meets the needs of the service center, considering the factors outlines above and any other relevant factors, will be retained.

Any licensed employee who has not been reemployed as a result of reduction of the teaching staff shall be considered for reemployment if a vacancy exists for which the teacher would qualify. Licensed employees who may be eligible for reemployment are required to notify the service center of their current address. The executive director will recommend to the board reinstatement of any teacher he/she deems qualified and able to serve the best interests of the district. The board shall not be required to consider reinstatement of any teacher after a period of one year from the date of nonrenewal. Approved: 10/17/07



Licensed personnel must be at their assigned area during each duty day. Any teacher who finds it necessary to leave while supervising students shall first secure approval from the principal.

Work Schedules

Licensed personnel are expected to follow the workday schedule of the building in which they are working. Itinerant staff will begin their day at the time teachers are expected to arrive at their first school, and end their day at the time teachers are permitted to leave at their last school. Work schedules for other employees shall be defined by the executive director consistent with the Fair Labor Standards Act (FLSA) and the provisions of this policy.

Attendance Required

Regular attendance is required of all employees subject to leave provisions in district policy or the negotiated agreement, as appropriate. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment.

Approved: 10/17/07

There shall be a program of professional development for employees, which meets minimum statutory and State Board of Education requirements.

The program shall promote:

- continuous professional development;
- improving academic achievement for all students;
- diversification in academic foundations or subject knowledge; and
- improved job effectiveness and enhanced skills.

When appropriate, the executive director shall consult with the staff about professional development activities.

All appropriate employees shall attend professional development sessions unless excused by the executive director or their respective building administrator. Professional development programs may use all or a portion of the workday.

Approved: 10/17/07

**GBRD**    Staff Meetings

**GBRD**

Staff meetings for licensed personnel shall be called by the administration.

Approved: 10/17/07

**GBRE**    **Additional Duty**

**GBRE**

The board may establish other educational assignments that may extend beyond the school day or time class is in session. For these additional duties, the employee shall be compensated at the rate consistent with the USD rate to which they are assigned or a rate established specifically by the service center (e.g., home-bound, jail-bound, hospital-bound, etc.).

Approved: 10/17/07

**GBRF**     **Travel Expenses**

**GBRF**

The board will provide reimbursement for expenses incurred in travel related to the performance and duties of licensed employees when approved in advance by the executive director. (See GAN)

Approved: 10/17/07

**GBRG**

**Non-School Employment**

**GBRG**

The board reserves the right of exclusive access to the professional services of licensed employees in accordance with the terms of the contract.

Licensed employees shall not engage in outside employment which interferes with their duties.

Approved: 10/17/07

**GBRGB**     **Tutoring for Pay**

**GBRGB**

Teachers shall not receive pay for tutoring or private instruction at school unless approved in advance by the board.

Approved: 10/17/07

**GBRH**

**Leaves and Absences (See GBRC)**

**GBRH**

Paid Leave (Discretionary/Sick: See the negotiated agreement.

Personal Leave: See the negotiated agreement.

Professional Leave: See the negotiated agreement.

Emergency Leave: See the negotiated agreement.

Judicial Leave: See the negotiated agreement.

Association Leave: See the negotiated agreement.

Bereavement Leave: See the negotiated agreement.

Leave Without Pay

The board may grant a period of unpaid leave as determined by the board. The period of leave and reason for unpaid leave shall be determined by the board. The board shall not be required to pay any salary or benefits during periods of unpaid leave except as may be required by law.

Approved: 10/17/07



**GBRIBA**

**Disability Leave**

**GBRIBA**

The board may grant leave of absence for disability with or without pay.

Approved: 10/17/07

**GBRJ**     **Substitute Teaching**

**GBRJ**

Qualified substitute teachers are secured for the service center in accordance with the polices and procedures with the district where they are assigned. When necessary, the service center in which the special education teacher is working will be responsible for finding a substitute teacher.

The Service Center shall pay for the substitute teacher at the Service Center #608 Board approved rate. The Service Center #608 board shall establish the rate of pay for substitute teachers each August.

Approved: 10/17/07

**GBRK**    **Political Activities** (See GAHB)

**GBRK**

Licensed staff members shall not use service center time, service center property or service center equipment for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issue.

Approved: 10/17/07

An educator in the performance of assigned duties shall:

- actively support and pursue the service center's educational mission. (see IA);
- recognize the basic dignity of all individuals;
- maintain professional integrity (GAG);
- avoid accepting anything of substantial value offered by another which is known to be or which may appear to influence judgment or the performance of duties (GAJ);
- accurately represent professional qualifications; and
- be responsible to present any subject matter in a fair and accurate manner (IKB).

Approved: 10/17/07

**GCA    Compensation and Work Assignments**

**GCA**

Classified employees shall be paid according to pay rates established by the board. Payment shall be made at the established pay date following the end of each pay period.

Work Assignments

Subject to board approval, the classified employees immediate supervisor shall develop time schedules for their classified employees. Work assignments for classified employees will be forwarded to the director for final approval.

Attendance Required

Regular attendance is required of all employees subject to leave provisions in service center policy, employee handbooks or other documents approved by the board. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment.

Work week For the purposes of Fair Lab or Standards Act (FLSA) compliance, the workweek will be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

Classification of Employees

For purposes of compliance with the Fair Labor Standards Act (FLSA), the executive director shall ensure that all job positions are classified as exempt or nonexempt and that employees are made aware of such classifications.

Overtime

No non-exempt employee shall work more than 40 hours per week without the prior permission of the appropriate supervisor. Principals and supervisors shall monitor employees' work to ensure that the overtime provisions of this policy and the Fair Labor Standards Act are followed. All employees shall be compensated for overtime worked, at a rate of one and a half times their normal rate of pay for any hours worked over 40 in a workweek. Nonexempt employees whose workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. Overtime pay will be provided only if an employee works more than 40 hours in a workweek.

Compensation for Out-of-Town/Overnight Trips (See GAN)

When classified personnel are required to be out of town on service center business, they shall be compensated in the following manner:

Regular or overtime pay (or compensatory time) as appropriate for time away from (name of town)

MINUS:

1. Eight hours for sleep when overnight;
2. Reasonable time for meals (normally one hour per meal); and 3. Time used exclusively for pleasure or personal business.

Approved: 10/17/07

**GCH    Supervision**

**GCH**

The executive director shall be responsible for supervision of all classified employees not directly under the supervision of a building administrator. A building administrator has the responsibility to supervise all classified employees who are assigned to the building.

Approved: 10/17/07

**GCI**     **Classified Employee Evaluation** (See GAK)

**GCI**

All classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years. Evaluation documents will be on file with the clerk of the board.

Approved: 10/17/07

**GCI-R**     **Classified Employee Evaluation**

**GCI-R**

Classified employees shall be evaluated by the supervisor to whom they are assigned. Classified employees shall be evaluated on their personal qualities , their commitment to duty and work skills related to their job description. A copy of the completed evaluation will be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file.

Approved: 10/17/07



**GCK    Suspension**

**GCK**

Classified employees may be suspended with pay by the director for cause. The board shall review each case of suspension and take action in accordance with the evidence.

Approved: 10/17/07

**GCRF    Non-School Employment**

**GCRF**

Classified employees shall not be excused during their regularly assigned time schedule to perform outside employment. Classified employees shall not engage in outside employment which interferes with their duties.

Approved: 10/17/07

Paid Leave

Full-time employees will be credited with 10 days of paid leave on the first day of the fiscal year. Unused leave will be accumulated to a maximum of 60 days. The annual credit of 10 days will be first applied to employee absences. The maximum number of days available in any fiscal year is 60 days.

The paid leave may be used as sick leave, bereavement leave or personal leave.

Sick leave is available for the personal illness of the employee or the illness of the employee's spouse, child, grandchild, parent or the parent or child of the employee's spouse. The executive director shall have the right to receive verification of any illness or disability.

Bereavement leave is paid leave in the event of the death of a member of the family covered by sick leave. Bereavement leave is limited to three days per occurrence. Bereavement leave will be deducted from available paid leave.

Personal leave is for the purpose of conducting personal activities that may not be completed outside the workday. Personal leave is limited to two days per fiscal year and will be deducted from paid leave allowed. Requests for personal leave must be given to the employee's supervisor at least one week in advance of the period of leave.

If the employee leaves the employment of the service center for any reason, no payment will be made for unused sick leave.

Unpaid Leave

The board may grant a period of unpaid leave as determined by the board. The period of leave and reason for unpaid leave shall be determined by the board. The board shall not be required to pay any salary or benefits during periods of unpaid leave except as may be required by law.

Jury Leave

Any employee called to jury duty will be granted paid leave and such leave will not be deducted from the employee's credited paid leave. Any compensation, except expenses, shall revert to NEKESC.

Approved: 10/17/07

**GCRH**    **Vacations**

**GCRH**

Full-time classified employees may be granted a paid vacation each year.

Approved: 10/17/07

**GCRI**     **Paid Holidays**

**GCRI**

Paid holiday leave may be granted to full-time classified employees.

Approved: 10/17/07

**GCRK**    **Political Activities** (See GAHB)

**GCRK**

Classified staff members shall not use school time, school property or school equipment for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issue.

Approved: 10/17/07